

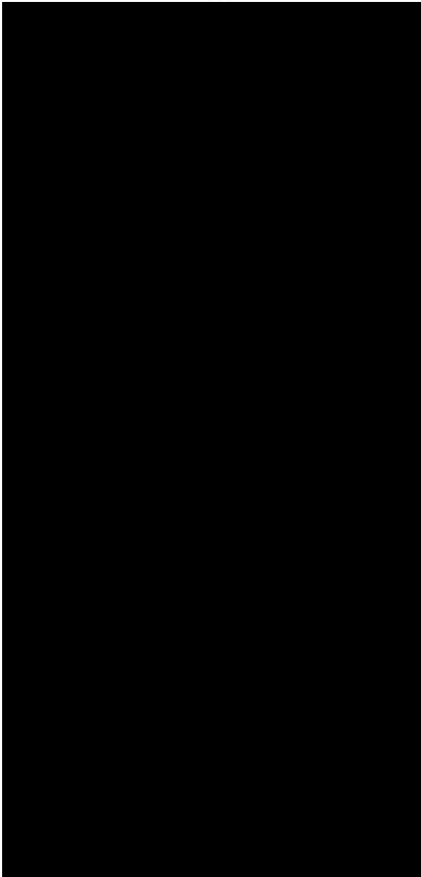


NFAC NOTICE
No. 1-1

NFAC N 1-1
11 October 1977

ORGANIZATION OF
NATIONAL FOREIGN ASSESSMENT CENTER (NFAC)

On 11 October 1977 the National Foreign Assessment Center (NFAC) was established. Key assignments are as follows:

Director, NFAC	Robert R. Bowie	STATINTL
Special Assistant to D/NFAC		
Deputy Director, NFAC	Sayre Stevens	STATINTL
Special Assistant to DD/NFAC		
Associate Director-Management	Paul V. Walsh	
Executive Officer		
Special Assistant-NIO Support		
Associate Director-Substantive Support		
National Intelligence Officers		
Conventional Forces		
Strategic Programs		
Political-Economy		
Nuclear Proliferation		
Special Studies		
USSR-Eastern Europe		
Western Europe		
Near East/South Asia		
Africa		
East Asia		STATINTL
China		
Latin America		
Coordinator for Academic Relations		
Chief, Production Board Staff		
Chief, Collection Liaison Staff		
Chief, Action Staff		

STATINTL

Chief, Administrative Staff
Chief, Plans and Programs Staff
Chief, Coordination Staff
Chief, Congressional Support Staff
Chief, Publications and Presentations
Group
Chief, Current Reporting Group
Director, CIA Operations Center
Director, Office of Imagery Analysis
Director, Office of Geographic and
Cartographic Research
Director, Office of Central Reference
Director, Office of Economic Research
Director, Office of Strategic Research
Director, Office of Regional and
Political Analysis
Director, Office of Scientific
Intelligence
Director, Office of Weapons Intelligence

STATINTL

Robert R. Bowie
Director
National Foreign Assessment Center

Distribution "B" (All Employees)

NFAC NOTICE
No. 1-2

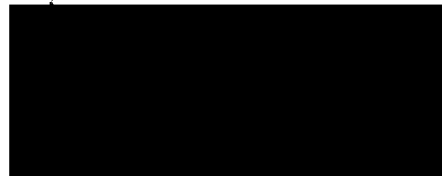
NFAC N 1-2
11 October 1977


ORGANIZATION OF
NATIONAL FOREIGN ASSESSMENT CENTER (NFAC)

Reference: NFAC N 1-1, 11 Oct 77

The following key assignment should be added to the listing
announced in referenced notice:

Chief, SALT Support Staff



 Robert R. Bowie
Director
National Foreign Assessment Center

STATINTL

Distribution "B" (All Employees)

NFAC NOTICE
No. 1-3

NFAC N 1-3
13 March 1978

NATIONAL FOREIGN ASSESSMENT CENTER CAREER SERVICE SYSTEM

The purpose of this notice is to introduce certain changes in the personnel management system of the National Foreign Assessment Center which are intended to broaden career opportunities and promote greater flexibility in the use of Center personnel.

A. Career Designators

All employees of the National Foreign Assessment Center (NFAC) are members of the NFAC Career Service and carry the "I" career designation. For administrative purposes sub-designators may be used to identify the component Career Service Panel responsible for certain aspects of personnel management as specified in this notice.

B. NFAC Career Service Board

1. Membership

The NFAC Career Service Board is composed of the following:

Chairman - Associate Director for Management

Vice-Chairman - NFAC Executive Officer

Members

Director, Office of Central Reference
Director, Office of Economic Research
Director, Office of Geographic and
Cartographic Research
Director, Office of Imagery Analysis
Director, Office of Regional and
Political Analysis
Director, Office of Scientific
Intelligence
Director, Office of Strategic Research
Director, Office of Weapons Intelligence
Director, CIA Operations Center
Chief, COMIREX

ADMINISTRATIVE - INTERNAL USE ONLY

Chief, Current Reporting Group
Chief, Publications and Presentations Group
Chief, Requirements and Evaluation Staff
Representative, National Intelligence Officers

Secretary - Chief, NFAC Administrative Staff

2. Functions

Members of the Board will advise the Chairman on the following:

Formulation of Center personnel policies.
Review of NFAC Personnel Handbook annually.
Ranking of supergrades for potential annually.
Review of component rankings of GS-15s for potential and promotion annually in March and review of promotion rankings in September.
Review of recommendations of the NFAC Assignments Panel.
Review of sensitive personnel matters where action by NFAC is indicated or is requested by a member of the Career Service Board.

C. NFAC Assignments Panel

1. Membership

Chairman - To be appointed by the Chairman, NFAC Career Service Board, from the Career Service Board membership.

Permanent Member - NFAC Career Development Officer.

Ad Hoc Members - The panel chairman will designate the components to be represented at each meeting as matters before the panel dictate. Designated members must include representatives from the component of assignment, specialty or others having responsible interest. Other components, not so designated, may be represented at their initiative.

Secretary - Personnel Officer assigned to NFAC Administrative Staff.

2. Functions

Recommend to Chairman, NFAC Career Service Board, candidates for NFAC Representative and other overseas positions from those nominated by component heads.

Recommend to Chairman, NFAC Career Service Board, personnel for inter- and intra-Directorate rotational assignments of one year or more from vacancy notice applicants or those nominated by component heads. This is not intended to discourage or preclude bilateral arrangements for rotations to meet specific needs of offices.

Recommend to Chairman, NFAC Career Service Board, the approval of personnel for extended training and for other training when a quota is levied on the NFAC.

Consider and make recommendations to Chairman, NFAC Career Service Board, for the assignment of personnel returning from rotational assignments or extended training of one year or longer, excluding bilateral arrangements (above).

3. Responsibilities of NFAC Career Development Officer

When the Assignments Panel sits to consider candidates for rotational assignments or training, the NFAC Career Development Officer will brief the members on the qualifications of each candidate. The Career Development Officer is also responsible for contacting personnel on rotational assignments nine months before their scheduled return to notify them of pending consideration by the Assignments Panel for future assignment. Before Panel consideration, the Career Development Officer will solicit the returnee's views on future assignment and will discuss possibilities of assignment with the returnee's parent office as well as others. Results of this process will be presented to the Panel for its consideration.

D. NFAC GS-14 Review Panel

1. Membership

Chairman - Appointed by Chairman, NFAC Career Service Board, from the membership of the Career Service Board.

Members - A representative of each member of the Career Service Board.

2. Functions

Review the component rankings of all GS-14 officers annually in July for potential and promotion, and review the promotion rankings in January.


Review the office nominations for promotion of GS-14 officers and make recommendations to the Chairman, NFAC Career Service Board, in July and January.

E. Component Career Panels

Component Career Panels will rank for promotion and potential all professional employees GS-09 through GS-15, including those officers on detail to other components. The rankings for employees at grades GS-09 through GS-13 must be done annually and forwarded to the Secretary, NFAC Career Service Board. The rankings of GS-14s and GS-15s will be done in accordance with Sections B and D of this notice.

Each component will issue an annual announcement concerning the functions, rules and guidelines followed by its Career Panel. Panels will be guided by the criteria and policies described in the NFAC Personnel Handbook.

STATINTL


Robert R. Bowie
Director
National Foreign Assessment Center

Distribution "B" (All employees)

NFAC NOTICE
NO. 1-5

NFAC N 1-5
11 December 1978

CHARTER FOR REVIEW PANEL

1. There is hereby established a full-time Review Panel in the Office of the Deputy Director for National Foreign Assessment (DD/NFA). The Panel will consist of such members as the Director of Central Intelligence (DCI) may appoint. It will be provided with a Secretariat and necessary administrative support by the National Foreign Assessment Center (NFAC).

2. The role of the Panel is to provide an independent, collegial, and substantive review of major intelligence products of both the Intelligence Community and the National Foreign Assessment Center, with a view to improving the usefulness of those products to US Government policymakers.

3. For this purpose the Review Panel shall:

- a. Assist the DD/NFA and the DCI in reviewing major upcoming products at appropriate stages in their preparation.
- b. Conduct post-audits of finished intelligence and production processes on its own initiative or at the request of the DCI or DD/NFA.
- c. Assist the DD/NFA in the overall planning of intelligence production and the allocation of analytical resources.
- d. Provide the DCI and the DD/NFA with such recommendations as the Panel deems appropriate, from time to time, for the improvement of the overall intelligence process.
- e. Undertake such special studies or reviews as the DCI or DD/NFA may direct.

4. In performing its functions, the Panel may interact with other evaluation efforts, internal and external to the CIA, designed to appraise the intelligence process, the quality of its production, and the extent to which the intelligence needs of the Government are being met. For this purpose, the Review Panel may informally survey senior policymaker reactions to intelligence products.

STATINTL


Robert R. Bowie
Deputy Director
National Foreign Assessment

Distribution "A" (1-6)

UNCLASSIFIED


NFAC NOTICE
NO. 1-6

NFAC N 1-6
29 March 1979

CHANGE OF OFFICE DESIGNATION

Effective 2 April 1979, the Office of Regional and Political Analysis (ORPA) will become the Office of Political Analysis (OPA).

STATINTL


John J. Hicks
Deputy Director
National Foreign Assessment Center

Distribution "A" (1-6)

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NFAC NOTICE
No. 20-1

NFAC N 20-1
5 December 1977

NFAC OPENING ON FEDERAL WOMEN'S PROGRAM BOARD

The Federal Women's Program Board, established in April 1975 by direction of the CIA Management Committee to enhance the status of women in the Agency, is responsible for examining the careers of women in the Agency and for making recommendations for improvement to the Director of Central Intelligence. The Board is composed of three representatives from each Directorate who serve a term of two years.

There is an opening for a clerical/secretarial representative from NFAC to the Agency's Federal Women's Program Board. Interested applicants, men and women, should have a genuine interest in promoting equality of opportunity for women and be willing to devote a certain amount of working and personal time to Board activities. Please contact NFAC representatives, [REDACTED] (ext. 4088) by 16 December 1977. [REDACTED] (ext. 5107) and [REDACTED]

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STATINTL

STATINTL

[REDACTED]
Robert R. Bowie /
Director
National Foreign Assessment Center

Distribution "A" (1-6)

NFAC NOTICE
NO. 20-2

NFAC N 20-2
9 December 1977

NATIONAL FOREIGN ASSESSMENT CENTER
ADVANCEMENT OPPORTUNITIES PROGRAM (AOP) III
(Formerly DDI AOP)

1. The Intelligence Directorate has conducted two Advancement Opportunities Programs. The pilot program--AOP I--was completed in August 1976, and the second--AOP II--was launched last December and is now about three-fourths of the way through. A third program--AOP III--is about to be launched under NFAC and will run concurrently with AOP II. A great deal was learned from the first two programs, and it is intended that AOP III will be the most successful yet.

2. It should be emphasized that this program is only one facet of an ongoing NFAC-wide effort to encourage and facilitate upward mobility for employees in clerical, technical, or paraprofessional positions who have the desire and the potential to develop professional skills and qualifications. Some individual NFAC offices already have formal or informal upward mobility programs. Others may move to institutionalize such programs. All offices are charged with reporting quarterly on progress in upward mobility placement and training.

3. The objective of the AOP remains the same. That is, to identify those employees who have the interest, aptitude, potential, and motivation for advancement into professional assignments within NFAC and to give them an opportunity to be considered and selected for professional assignment that will provide long-term advancement opportunities. Those selected will be expected to undertake either a formal academic program or highly specialized training in order to achieve this objective.

4. Program Eligibility--The AOP is open to all NFAC clerical and technical employees, GS-05 and above, who have three or more years' Agency experience (by 19 January 1978) and who have a strong motivation to enter a professional field and a willingness to undertake the on-the-job and academic training that will be required. Employees who were certified for AOP II who wish to participate in AOP III must reapply.

5. AOP Positions--eleven positions have been selected for this AOP. Initially, individuals interested in AOP will not apply for a specific vacancy but will by their application indicate that they wish to be considered for the program. Those interested in the positions requiring the Brandon Wolfe test should arrange to be tested as soon as possible. Applicants will be screened, tested and interviewed and those

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selected after this processing will be certified by their office Career Service Panels for participation in the AOP. After attending an AOP workshop, certified candidates can then indicate which of the eleven positions they are interested in applying for. (See Tab C for job descriptions, qualifications, requirements, and training plans for these positions.)

6. AOP Panel--An AOP Panel is in being and consists of representatives to monitor the program from each NFAC office, the Operations Center, the Current Reporting Group, the Publications and Presentations Group and the NFAC Administrative Staff. Members of the Panel are listed at Tab B. The AOP Panel Reps from each office will, in conjunction with office Personnel Officers, provide guidance during the application process, will serve as the AOP counselors in that office, will interview supervisors of the applicants, and will recommend to office Career Service Panels those individuals who should be considered for the AOP. The AOP Panel as a group will review quarterly progress reports and will also provide overall review of the program.

7. Selection Process

a. Individuals interested in applying for the AOP should submit the form attached as Tab A to their Personnel Officers.

b. The office Personnel Officers and the office Panel Reps will interview applicants and their supervisors, and schedule the Differential Aptitude Test (DAT), if not already taken or if test data is out of date.

c. The results of those interviews and the DAT, as well as past performance and demonstrated motivation to acquire the necessary training, will be used by office Career Panels in certifying applicants for the AOP. The individual's past and present performance and his/her demonstrated motivation to acquire necessary training will be of major importance in that person's being certified for the program. Panels will forward the names of AOP candidates to the NFAC Administrative Staff no later than 28 February 1978. Individuals who are not certified by their Career Service Panels for the AOP will be notified in a personal interview by the office AOP Panel Reps and the Personnel Officer.

d. All employees who have been certified by their Career Service Panels will be expected to attend a workshop in which supervisors who have the AOP vacancies will describe the positions and answer any questions. After attending the workshop and consulting with their Personnel Officer and Panel Reps, employees may apply for one or more (but not more than three) of the positions described as Tab C.

e. NFAC Administrative Staff will collect applications, biographic profiles, previous fitness reports, interview reports and

test results on each applicant. The AOP Panel, using this information, will rank applicants for each position and forward all applications and the rankings to the supervisor who has the AOP vacancy.

f. Supervisors will be required to interview at least three of the applicants for the position, but are encouraged to interview more.

g. The supervisor will forward the recommendation for selection to the NFAC AOP Panel which will review all selections before forwarding them to the Director, NFAC for final approval.

h. The Director, NFAC will notify all applicants in writing whether or not they are selected. Those selected will move into their new positions within 30 days.

i. The names of those not selected for a specific job vacancy will be entered in an "AOP Skills Bank." Their qualifications will be circulated within 60 days among NFAC offices in an effort to locate positions that will offer broader opportunities. Their names and qualifications will be held in the "AOP Skills Bank" for reference if an appropriate position becomes available. Offices will be asked in six months to again review the qualifications of those in the "AOP Skills Bank."

8. LOI and Training Plan--Within 30 days after the Trainee is assigned to the new position, the supervisor will, in consultation with the Trainee, prepare an LOI and a tailored training plan which reflects the nature, content, and extent of all anticipated training during the year. The LOI and Training Plan must be forwarded to the NFAC AOP Panel for review. NFAC offices are prepared to support all job-related academic training taken after duty hours.

9. Quarterly Reports--The Supervisor and the Trainee will each submit a quarterly progress report to the NFAC AOP Panel through the NFAC Administrative Staff. The Panel Reps from the Trainee's new office of assignment will meet with his/her Trainee(s) following receipt of these reports. The Panel may schedule meetings with all Trainees during any part of the training period.


10. Counseling--If a Trainee needs advice or assistance or does not want to discuss a problem with the supervisor, the Trainee may consult the Personnel Officer and/or the AOP Panel Reps from his/her new office. If necessary, these officers will bring the problem to the attention of the NFAC AOP Panel. If the Trainee is not happy in the new position or is unable to meet the supervisor's requirements, the Panel will attempt to place the Trainee in another AOP position if one is available or the Trainee will return to the parent office to a position at the same grade level.

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11. Conversion to Professional Status--In general the training period for AOP Trainees will be one year. Depending on the Trainee and the position, this could be reduced or extended. When the supervisor feels that the Trainee is able to compete with professional employees in similar positions, the Trainee will be converted, if appropriate, to the new career service and assigned to a professional position.

12. Individuals interested in making application for the program should submit the form attached as Tab A to their Personnel Officer by 19 January 1978.

STATINTL


Sayre Stevens
Deputy Director
National Foreign Assessment Center

Attachments:

Tab A--Application for AOP
Tab B--AOP Panel Members
Tab C--AOP Vacancy Notices

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TAB A

APPLICATION

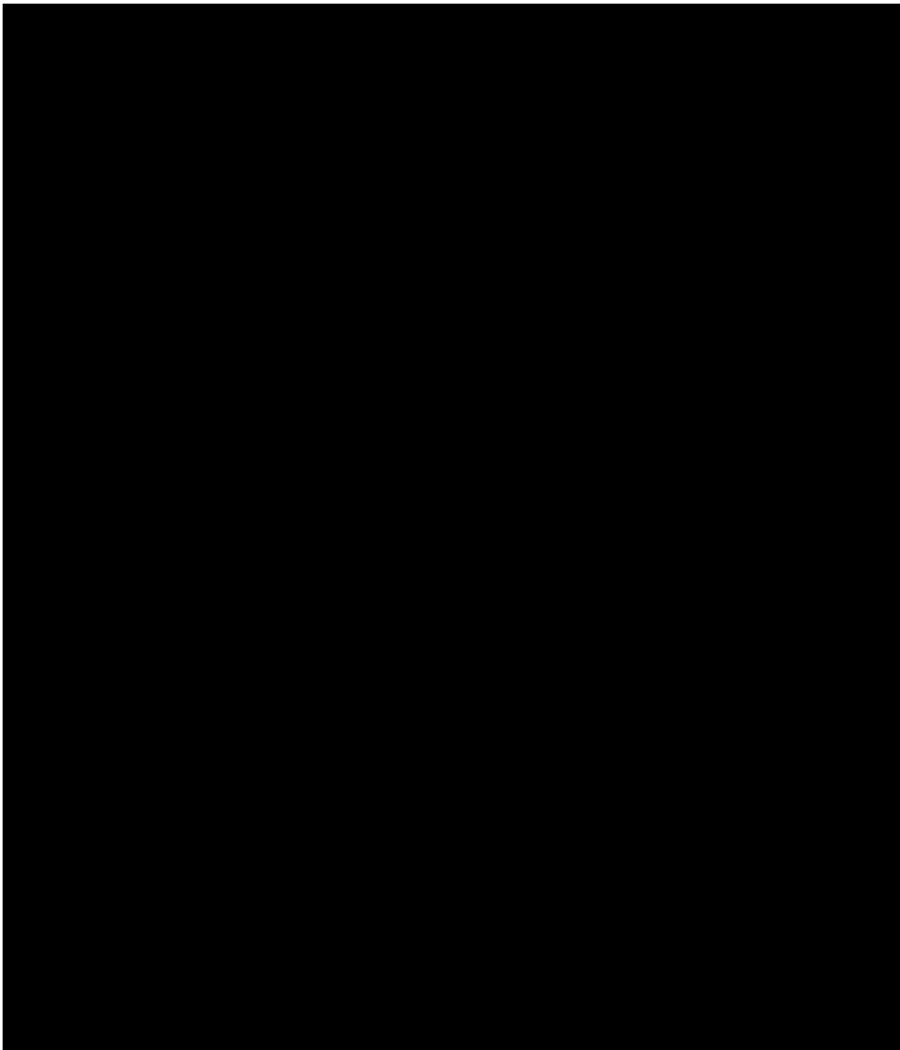
NFAC Advancement Opportunities Program

- I. Name of Applicant _____
EOD/CIA (mo., yr.) _____ DOB (mo., yr.) _____
Grade _____ Date of Grade (mo., yr.) _____
Office _____ Room Number _____ Extension _____
Present Position _____
Supervisor _____ Extension _____
- II. Education
- A. Educational Level Attained: _____
- B. Are you presently enrolled in a college or technical training course? _____
What course? _____ Where? _____
- C. Are you in a degree program? _____
If so, where? _____
- III. Why do you want to participate in the program? (Use additional paper if necessary.)

ADMINISTRATIVE--INTERNAL USE ONLY

NFAC AOP PANEL

TAB B

	<u>Office</u>	<u>Principal</u>	<u>Alternate</u>
STATINTL	OSR		
	ORPA		
	OWI		
	CRG		
	OpsCen		
	OER		
	OIA		
	OSI		
	PPG		
	OGCR		
	OCR		
STATINTL	O/D/NFAC, CS, NIO, NFAC careerists in RES and CMX	Panel Secretary 2F28, Hqs., x5276	

TAB C

AOP VACANCY NOTICE

POSITION TITLE:

Imagery Watch Officer (Trainee)

OFFICE/LOCATION:

CIA Operations Center
Imagery Watch Office
Headquarters Building

JOB DESCRIPTION:

STATINTL

The Imagery Watch Office processes CIA ad hoc imagery collection and exploitation requirements levied on a technical collection system after normal duty hours, on weekends and holidays. The person selected will assist in processing those ad hoc requirements. The incumbent will be required to read and disseminate imagery derived information reports, alerting the Senior Duty Officer to critical intelligence items and to maintain contact with the CIA Liaison Officer [REDACTED] in order to monitor the execution of CIA imagery requirements. The trainee will contribute to the production of a daily report highlighting the new collection system's output against CIA priority targets and outlining [REDACTED] scheduled for areas of high current interest. Hours of Duty--Rotating shifts of 12 hours each, including weekends and holidays.

STATINTL

QUALIFICATIONS:

STATINTL

STATINTL

The applicant should have an interest in and an aptitude for [REDACTED] Utilization of collection targetting maps, exploitation lists and other technical reference material is required. The candidate should be able to deal effectively with all levels of Agency personnel. The ability to write well and to brief effectively is important. The willingness to work rotating shifts is a prerequisite.

TRAINING:

Extensive on-the-job training will be provided. The person selected will be required to attend a one-week photointerpretation orientation course at SAC Headquarters, Offutt AFB, Omaha, Nebraska. Other formal training will consist of a two-week language and functions course for operating the COMIREX Automated Management System (CAMS). On-the-job training will be provided for operation of the National Photographic Interpretation Center Data System (NDS) and the Cable Dissemination System (CDS).

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AOP VACANCY NOTICE

POSITION TITLE:

Intelligence Analyst (Trainee)

OFFICE/LOCATION:

Office of Scientific Intelligence
Military Technology Division
Headquarters

JOB DESCRIPTION:

Under the supervision of a senior analyst, the incumbent will perform such duties as:

- (a) Operating a simple computer program for keeping

[REDACTED]

STATINTL

- (b) Conducting searches for intelligence information from all sources.

STATINTL

- (c) Preparing and maintaining files on [REDACTED]

[REDACTED]

STATINTL

- (d) Reviewing incoming raw intelligence for important information.

- (e) Assisting in the writing of collection requirements and the preparation of finished intelligence.

QUALIFICATIONS:

- (a) Ability to work closely with senior analysts.

- (b) Familiarity with repositories of information.

- (c) Ability to write well.

- (d) Interest in physical sciences, especially physics, acoustics, oceanography, fluid dynamics, and ocean engineering.

- (e) Willingness to learn basic computer concepts.

TRAINING:

Extensive on-the-job training will be necessary. Depending on the background of the individual selected internal courses may be required to make him or her more familiar with the Agency, the intelligence process, and computer programming. The incumbent will be expected to enroll in a degree program at a credited university while a trainee. The major must be in one of the areas listed under qualifications.

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AOP VACANCY NOTICE

POSITION TITLE:

Intelligence Analyst (Trainee)

OFFICE/LOCATION:

Office of Weapons Intelligence
Programs Analysis Division
Current Intelligence Branch
Headquarters Building

JOB DESCRIPTION:

STATINTL

STATINTL This is essentially a training position, in which the incumbent will learn the structure and substantive responsibilities of OWI, and will develop familiarity with several classes of weapon/space systems. After appropriate training, the incumbent will be responsible for maintaining computer files, and will work with experienced analysts to learn the routine operations of the Branch. As the incumbent develops in proficiency, he/she will be assigned to work with an experienced analyst in a specific substantive area. The incumbent is expected to become thoroughly acquainted with [REDACTED]

[REDACTED] Ultimately, the incumbent will be expected to analyze the field reporting on [REDACTED] as they happen, consult with his counterparts in other OWI Divisions, and write current intelligence articles on those events.

STATINTL

QUALIFICATIONS:

The incumbent must be highly motivated to pursue a career in technical intelligence analysis. The object of this position is to acquaint the incumbent with the kinds of analysis performed by OWI, to give a general understanding of the way in which that analysis is performed, and to help the incumbent decide which aspect of OWI analysis best fits long-range career interests. At the same time, the incumbent will have the opportunity to demonstrate the ability to conduct technical analysis.

TRAINING:

The incumbent will be expected to work toward a college degree in physics, math, or one of the engineering disciplines. The incumbent will be required to work in several different substantive areas in succession. Training in the following courses will be provided:

GIMS II for Users
Basic VM
Ballistic Missile Staff Course

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AOP VACANCY NOTICE

POSITION TITLE:

Intelligence Analyst (Trainee)

OFFICE/LOCATION:

Office of Strategic Research
Strategic Evaluation Center
Command and Control Group
Headquarters Building

JOB DESCRIPTION:

STATINTL

The Command and Control Group performs all-source analysis of Soviet and Warsaw Pact command, control, [REDACTED]. The analyst trainee would serve as a research assistant to branch analysts involved in in-depth studies in these areas. He/she would assist in screening incoming information from a variety of high-volume collection activities, recognizing significant information and providing it to the responsible analyst and to the branch's contractors. The Command and Control Group is one of the Agency's heaviest users of the Interim SAFE system. Expansion in the number of analysts and contracts being supported by this system is producing a severe data base management problem. Use of the system to support branch efforts in preparing NIE inputs and responding to growing DOD requests would be a major aspect of this position. Specific data files would be maintained by the trainee in support of these branch production efforts. This is a position which offers the opportunity for the transition to professional analyst.

QUALIFICATIONS:

A candidate for this position would have to have, or be capable and willing to develop, considerable skill in use of Agency data manipulation and retrieval systems, in particular the Interim SAFE system. In addition, an ability to research large data bases for information relevant to branch activities would be a necessity. This would require the development of a considerable understanding of the overall branch research program as well as an ability to recognize useful information which may be buried in large quantities of peripheral or irrelevant material. Good judgment, some analytic aptitude, and most of all, a desire to learn would be needed in a successful candidate.

TRAINING:

There would be considerable on-the-job training involved, as well as CIA training courses. In particular, a number of ADP courses would be required, including the full range of training in the use of VM and Interim SAFE. The trainee would be expected to initiate a college degree program in a related field.

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AOP VACANCY NOTICE

POSITION TITLE:

OFFICE/LOCATION:

Video Production Officer (Trainee)

Publications & Presentations Group
Presentational Means Branch
Headquarters Building

JOB DESCRIPTION:

Trainee would actively participate in all phases of preparation of video intelligence productions. This would include pre-production planning such as scripting and preparing story-boards and continue through the actual video and audio production to post-production activities, such as editing, in order to produce high-quality video intelligence productions on a wide range of subjects. The Trainee will be expected to translate complex concepts into the straightforward language used in video.

QUALIFICATIONS:

- (a) Should be pursuing academic training in the arts, preferably in a media program.
- (b) Flexible and willing to learn a variety of skills with assistance from contract and staff personnel.
- (c) Ability to express oneself in writing.
- (d) Basic knowledge of media systems would be desirable and a background involving electronics, photography, or art would be useful.

TRAINING:

- (a) Considerable on-the-job training.
- (b) Formal training programs, media workshops, and seminars, some of which are conducted out of town.
- (c) Academic training leading to a degree in the arts.
- (d) Skills training if appropriate, i.e., writing, briefing.

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AOP VACANCY NOTICE

POSITION TITLE:

Intelligence Analyst (Trainee)

OFFICE/LOCATION:

Office of Economic Research
Development and Analysis Center
Systems Development Group
Headquarters Building

JOB DESCRIPTION:

The Systems Development Group provides analytical support--principally in computer science and econometrics--for economic analysts. The incumbent will serve as a computer specialist/econometric technician within the Group. Specific duties, in descending order of priority, will include: (1) writing computer programs in APL and the TROLL econometric languages, (2) applications of several special-purpose software packages such as CROSSTABS, RAMIS, and IMFTAPES to specific analytical research questions, (3) documentation of programs, and (4) data base development with PL/I. By working with economists and by taking courses in economics, the incumbent will learn how to produce finished economic intelligence. The combination of experience in economics and computer science will provide a bridge to at least two possible careers--as a senior economic analyst or a senior econometrician/programmer.

QUALIFICATIONS:

The incumbent will need an aptitude and an interest in writing complex computer programs. The incumbent's attention to detail will carry over into writing program documentation. Many employees of the Systems Development Group find it necessary to work 45-55 hours per week. Applicants will be required to take the Brandon Wolfe test to measure aptitude for working with ADP systems.

TRAINING:

The incumbent will advance through training in three areas:

- (a) A college program in economics eventually leading to a degree.
- (b) Computer science courses offered by ODP, which include:

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- (1) Basic JCL
- (2) Basic Program Design
- (3) Basic VM
- (4) Data Processing Concepts
- (5) Basic PL/I
- (6) Programming Logic
- (7) APL for Analysts
- (8) RAMIS File Design
- (9) RAMIS Report Writing

(c) On-the-job training in OER.

AOP VACANCY NOTICE

POSITION TITLE:

Computer Programmer (Trainee)

OFFICE/LOCATION:

Office of Central Reference
Support Services Division
Headquarters Building

JOB DESCRIPTION:

The incumbent will serve as a computer programmer trainee involved in supporting information storage and retrieval systems such as RECON, AEGIS, and Interim SAFE. Upon completion of training, the individual will be required to translate program specifications to computer logic, prepare program instructions and test the operation for accuracy. The incumbent would also be responsible for the maintenance and updating of production programs.

As the individual grows beyond the trainee level, he or she may participate in the systems process to develop and test new concepts of information handling and design means of implementing them. Computer programmers are often called on to prepare technical papers, present briefings, participate on working groups and train users in system operations.

QUALIFICATIONS:

- (a) Score in the 85th percentile or higher in the Aptitude Assessment Battery: Programming test. (Brandon Wolfe)
- (b) Have demonstrated an interest in information processing, computers, or automation.
- (c) Have an ability for working with details.
- (d) Be able to clearly express ideas in oral and written communications.
- (e) Be willing to undertake sustained training of a technical nature.
- (f) Completion of college level courses in basic algebra, economics, and accounting are desirable but not mandatory.

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TRAINING:

Upon acceptance, the incumbent will be enrolled in the ODP TEC A training program and other related courses. This program is designed to provide the essential foundation in computer technology for entry-level programmers. The formal training consists of a series of courses which are conducted over a six-month period. Successful completion of each course is necessary to continue in the training program. Following completion of the formal training, the incumbent will begin a self-study program in Assembler Language Coding (a course which requires approximately 100 hours of effort). For the remainder of the year, the incumbent will be assigned as a programmer trainee and will work under the supervision of a senior programmer. At the end of this period, the incumbent will be expected to code, debug, and prepare documentation for computer programs of simple to moderate complexity.

-2-

ADMINISTRATIVE - INTERNAL USE ONLY

AOP VACANCY NOTICE

POSITION TITLE:

Intelligence Analyst (Trainee)

OFFICE/LOCATION:

Office of Geographic and
Cartographic Research
Ames Building

JOB DESCRIPTION:

The trainee will serve as a collateral materials specialist in the Agriculture Team of the Environment and Resource Analysis Center. He/she will be expected to maintain and operate a collateral information system on agriculture in China or in Eastern Europe. The trainee must be able to efficiently screen a large volume of English language publications, extract relevant material for file, and present key findings both orally and in written form to the Team's agronomists, photo interpreters, meteorologists, and agricultural economists. Preparation of longer written pieces as input to Team publications will occasionally be necessary. The trainee will eventually assist in creating a computerized collateral filing and retrieval system and will have the prime responsibility for maintaining the system when it becomes operational. Although guidance will be available as needed, the trainee will be expected to work independently and to exercise sound judgment in selection of relevant collateral material.

QUALIFICATIONS:

- (a) Ability to read quickly large amounts of printed material, to recognize and extract relevant data, and to organize data logically.
- (b) Ability to work independently, to use initiative, and to accept responsibility.
- (c) Good memory and aptitude for working with details, and a facility with numbers.
- (d) Some experience with VM time-sharing system is desirable.
- (e) Ability to communicate effectively, both orally and in written form, with analysts with varied academic backgrounds.

ADMINISTRATIVE - INTERNAL USE ONLY

TRAINING:

On-the-job training will be supplemented as necessary with Agency courses in area familiarization, ADP systems, statistical applications, and use of VM time-sharing system. The trainee will be expected to take after-duty-hours courses to gain an appreciation of basic agricultural and phenological* processes. In order to compete for analyst positions in ERAC, the trainee should work toward a college degree in geography, agricultural economics, agronomy, climatology, or other appropriate field.

*crop development

AOP VACANCY NOTICE

POSITION TITLE:

Reference Analyst (Trainee)

OFFICE/LOCATION:

Office of Central Reference
Information Services Group
Europe Division
Headquarters Building

JOB DESCRIPTION:

Under the direction of a senior area reference analyst, the incumbent will serve as a junior analyst responsible for European Organizations and International Organizations headquartered in Europe. The individual selected would be responsible for screening incoming documents, selecting information for storage in either manual or machine files and answering requests for information on these organizations and the personalities affiliated with them. The incumbent would be responsible for building and maintaining basic position identification reference aids utilizing existing reference materials either in the Branch or the CIA Library, and interacting with the OCR computer-based retrieval system. As the individual gains experience, he/she will be required to prepare comprehensive biographic reports on personalities associated with these organizations. On occasion, the individual must be prepared to work under short deadlines to provide [REDACTED] [REDACTED] With experience and training, the incumbent also will be expected to handle increasing amounts of source material in foreign languages. The person selected will be expected to exercise a substantial and increasing amount of independent judgment in performing these tasks.

STATINTL

STATINTL

Within the normal AOP time frame of one year, the incumbent is expected to develop writing and language skills, area knowledge, and expertise in assigned responsibilities, thereby clearly demonstrating the potential needed to make steady progress toward meeting the professional requirement of a journeyman level (GS-11) country reference analyst position in OCR's Information Services Group.

QUALIFICATIONS:

- (a) Ability to read for sustained periods at high speed and high level of comprehension.
- (b) Perseverance and aptitude for working with details, ability to remember details.
- (c) Interest in international affairs.
- (d) Interest in working with ADP systems.

ADMINISTRATIVE - INTERNAL USE ONLY

(e) Ability to learn foreign languages. (Modern Language Aptitude Test will be required.)

(f) Ability to express the results of research in a competent manner both orally and in writing.

(g) Ability to work independently.

(h) Willingness to take additional training.

TRAINING:

Training will be accomplished on the job under the supervision of a senior analyst. Agency instruction in ADP and effective writing will be scheduled as required. Attendance at the Department of State Foreign Service Institute Basic Area Course will be arranged.

It is expected that the person selected will initiate a program after-duty hours at one of the local colleges or universities leading to a degree in either international affairs or political science. Agency assistance will be provided for job-related courses. Training in appropriate foreign languages (both on-the-job and after-hours training) will also be expected.

AOP VACANCY NOTICE

POSITION TITLE:

Imagery Analyst (Trainee)

STATINTL

OFFICE/LOCATION:

Office of Imagery Analysis
Missile Systems Division
China Systems Branch
[REDACTED]

JOB DESCRIPTION:

STATINTL The China Systems Branch produces studies of Chinese missile research, development, testing, production and deployment facilities based on all types of imagery. The incumbent will serve as an imagery analyst responsible for certain of these Chinese missile facilities. Substantive studies are requested by consumers, e.g., an NFAC production office or the DDO, and assigned to an analyst by the supervisor. The trainee is expected to communicate with the requester to ensure full understanding of the requester's needs, to review and incorporate pertinent collateral information (e.g., [REDACTED] in the analysis, and to coordinate with other imagery analysts if necessary. The trainee is also expected to work closely with the supervisor to ensure that reports are accurate, complete, framed in the proper context, and written in accordance with the Office publication guidelines. On occasion, the trainee may also be called upon to present the results of analysis in a briefing.

The trainee is expected to further develop imagery analysis techniques and expertise in his assigned areas of responsibility, and develop comprehensive all-source files on these areas.

QUALIFICATIONS:

(a) Ability to solve problems and complete tasks requiring precision and attention to detail.

(b) Ability to write well and communicate orally.

(c) College work, experience or training in photo-interpretation, photogrammetry, map-reading, cartography, photography surveying and planning desirable but not mandatory.

STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

TRAINING:

Extensive on-the-job training will be provided. Subject will be required to attend a basic photointerpretation course conducted by the National Photographic Interpretation Center [REDACTED] This course will last about 15 weeks. Other formal training related to writing and briefing improvement and orientation to NFAC and CIA structure will be provided. Subject will also be expected to take after-duty hours college courses leading to a degree, preferably in the earth sciences.

STATINTL

AOP VACANCY NOTICE

POSITION TITLE:

Research Assistant (Junior Analyst Trainee)

OFFICE/LOCATION:

Office of Regional & Political
Analysis

STATINTL

Headquarters Building

JOB DESCRIPTION:

ORPA regards its Research Assistants as highly valued professional employees and maintains one or more positions for persons performing this function in most of its divisions. The role of the Research Assistant is to gather the initial body of information required for various intelligence analysis projects, to maintain a watch for new data relevant to these projects, to provide statistical compilations and computer-based record searches, and to write preliminary assessments which can be incorporated into larger studies being prepared for publication. The effective performance of this role is highly valued by the Office because it maximizes the time available to Intelligence Analysts to concentrate on their primary responsibilities for the analysis of foreign political developments and the writing of finished intelligence products.

STATINTL

The Research Assistant's job being offered in this case is the second of two such positions maintained [REDACTED]. An applicant for this post should expect to work closely with the Division's Intelligence Analysts, the majority of whom are experienced officers in the GS-13 to GS-15 grade range. He or she should also have or be able to acquire a general knowledge of [REDACTED] politics and the key sources of information on this subject area.

STATINTL

This position offers the opportunity for further advancement to a position as an Intelligence Analyst. In order to make this transition, however, and to subsequently compete with other ORPA analysts--who typically hold advanced degrees--the applicant should have completed or be undertaking a college degree program.

QUALIFICATIONS:

25X1A (a) Interest in and willingness to acquire a basic knowledge of [REDACTED] politics.

(b) Ability to work closely and well with more senior persons, to follow instructions, and to take initiative when necessary.

(c) Interest in or willingness to learn research support skills including reference searches, bibliographic compilations, and precis drafting.

ADMINISTRATIVE - INTERNAL USE ONLY

(d) Interest in and some skill in writing. This can be augmented by training as deemed necessary.

TRAINING:

Training will be primarily on the job. Certain internal training courses to sharpen research skills, such as writing, briefing, basic ADP, will be scheduled. The trainee will be expected to enroll in a college degree program in a related field.


NFAC NOTICE
No. 20-3

NFAC N 20-3
13 December 1977

Announcement of Temporary Assignment to Key Position
Office of the Director, NFAC

In the temporary absence of the Director, NFAC, Dr. Sayre
Stevens is designated Acting Director, NFAC, for the period
26 December 1977 through 2 January 1978.

STATINTL



Robert R. Bowie
Director
National Foreign Assessment Center

Distribution "A" (1-6)

NFAC NOTICE
No. 20-4

NFAC N 20-4
6 January 1978

Announcement of Assignment to Key Position
Office of Economic Research

STATINTL

Effective 16 January 1978, [REDACTED] is
designated Deputy Director, Office of Economic Research,
vice [REDACTED] reassigned.

STATINTL

STATINTL

[REDACTED]
Robert R. Bowie
Director
National Foreign Assessment Center

Distribution "A" (1-6)

NFAC NOTICE
 No. 20-5

NFAC N 20-5
 7 April 1978

NFAC GRIEVANCE COUNSELORS

Reference: Personnel Handbook, dated August 1974,
 Section VII, C.

Rescission: DDI N 20-153, dated 3 November 1976

The following people have been designated as Office Grievance
 Counselors in accordance with the Personnel Handbook:

O/NFAC
 OPSC
 PPG
 CRG
 RES
 OIA
 OGCR
 ORPA
 OCR
 OSR
 OWI
 OSI
 OER

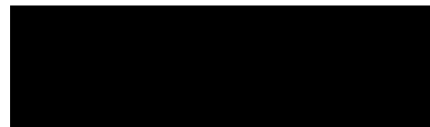


2F28 Hqs	5611
7F33 Hqs	5731
7G00 Hqs	4042
7G25 Hqs	7225
3E63 Hqs	7871
3N108	3156
1202 Ames	2454
6G00 Hqs	6062
2E6104 Hqs	6691
3G03 Hqs	7147
5G19 Hqs	7494
6F20 Hqs	5609
4F29 Hqs	5081

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Associate Director-Management
 National Foreign Assessment Center

Distribution "A" (1-6)

ADMINISTRATIVE - INTERNAL USE ONLY

NFAC NOTICE
No. 20-6

NFAC N 20-6
7 March 1978

NFAC OPENING ON FEDERAL WOMEN'S PROGRAM BOARD

The Federal Women's Program Board, established in April 1975 by direction of the CIA Management Committee to enhance the status of women in the Agency, is responsible for examining the careers of women in the Agency and for making recommendations for improvement to the Director of Central Intelligence. The Board is composed of three representatives from each Directorate who serve a term of two years.

There is an opening for a professional representative from NFAC to the Agency's Federal Women's Program Board. Interested applicants, men and women, should have a genuine interest in promoting equality of opportunity for women and be willing to devote a certain amount of working and personal time to Board activities. Please contact NFAC representatives, [REDACTED] (ext. 5107) or [REDACTED] (ext. 7111) by 17 March 1978.

STATINTL

STATINTL

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[REDACTED]
Associate Director-Management
National Foreign Assessment Center

Distribution "A" (1-6)

NFAC NOTICE
No. 20-7

NFAC N 20-7
12 March 1978

Announcement of Assignment to Key Position

Office of Regional and Political Analysis

STATINTL

Effective 13 March 1978, [REDACTED] is designated
Deputy Director, Office of Regional and Political Analysis,
vice [REDACTED] reassigned.

STATINTL

STATINTL

[REDACTED]
for Robert R. Bowie
Director
National Foreign Assessment Center

Distribution "A" (1-6)

NFAC NOTICE
No. 20-8

NFAC N 20-8
14 March 1978

Announcement of Assignment to Key Position

Office of the Director, NFAC

STATINTL

Effective 13 March 1978, [REDACTED] was designated
Chief, Action Staff, National Foreign Assessment Center,
vice [REDACTED] reassigned.

STATINTL

STATINTL

[REDACTED]
Associate Director-Management
National Foreign Assessment Center

Distribution "A" (1-6)

NFAC NOTICE
No. 20-9

NFAC N 20-9
30 March 1978

Announcement of Assignment to Key Position
Requirements and Evaluation Staff

STATINTL

Effective 1 April 1978, [REDACTED] is designated
Chief, Requirements and Evaluation Staff, vice [REDACTED]
reassigned.

STATINTL

STATINTL

[REDACTED]
Sayre Stevens
Acting Director
National Foreign Assessment Center

Distribution "A" (1-6)

NFAC NOTICE
No. 20-15

211171
NFAC N 20-15
31 May 1978

ANNOUNCEMENT OF TEMPORARY ASSIGNMENT TO KEY POSITION
NATIONAL INTELLIGENCE OFFICER

STATINTL

STATINTL

During the temporary absence of [REDACTED]
[REDACTED] is designated Acting NIO for China for the period 1 June -
15 September 1978.

STATINTL

[REDACTED]
Associate Director-Management
National Foreign Assessment Center

Distribution "A" (1-6)

ADMINISTRATIVE-INTERNAL USE ONLY

NFAC NOTICE
No. 20-16

NFAC N 20-16
31 May 1978

ANNOUNCEMENT OF ASSIGNMENT TO KEY POSITION
NATIONAL INTELLIGENCE OFFICER

STATINTL

Effective 1 June 1978, [REDACTED] is designated NIO for
Western Europe.

STATINTL

[REDACTED]
Associate Director-Management
National Foreign Assessment Center

Distribution "A" (1-6)

ADMINISTRATIVE-INTERNAL USE ONLY

NFAC NOTICE
No. 20-18

NFAC N 20-18
22 June 1978


NFAC OPENING ON FEDERAL WOMEN'S PROGRAM BOARD

The Federal Women's Program Board, established in April 1975 by direction of the CIA Management Committee to enhance the status of women in the Agency, is responsible for examining the careers of women in the Agency and for making recommendations for improvement to the Director of Central Intelligence. The Board is composed of three representatives from each Directorate who serve a term of two years.

There is an opening for a professional representative from NFAC to the Agency's Federal Women's Program Board. Interested applicants, men and women, should have a genuine interest in promoting equality of opportunity for women and be willing to devote a certain amount of working and personal time to Board activities. Please contact NFAC representatives, [REDACTED] (ext. 7454) or [REDACTED] (ext. 7111) by 5 July 1978.

STATINTL

STATINTL

 [REDACTED]
Robert R. Bowie
Director
National Foreign Assessment Center

STATINTL

Distribution "A" (1-6)

NFAC NOTICE
NO. 20-19

NFAC N 20-19
27 June 1978

CONFLICT OF INTEREST


1. To ensure that there is no conflict of interest or apparent conflict of interest, it has been determined that all NFAC employees having knowledge of information developed from programs studying the products of the soil, including minerals, should certify that they have no direct or indirect financial interest in activities involving these products which would appear to create a conflict of interest with the official activities in which they are involved.

2. Component Chiefs are responsible for identifying those employees who should make this certification and for having them complete the attached form. The names of those required to make this certification should be forwarded to Chief, NFAC Administrative Staff, "Eyes Only", no later than 1 August 1978. The certification will be retained in component files.

3. This certification is in addition to the reporting of employment and financial statement some employees are required to submit under the provisions of [REDACTED]

STATINTL

STATINTL


[REDACTED]
Sayre Stevens
Deputy Director
National Foreign Assessment Center

Attachment:
As stated

Distribution A (1-6)

ADMINISTRATIVE - INTERNAL USE ONLY

CERTIFICATION

I, _____, as an officer, employee or person acting for or on behalf of the Central Intelligence Agency who has access to and knowledge of information developed from programs studying products of the soil, including minerals, do hereby acknowledge and certify that the following documents have been placed before me:

1. A copy of the full text of section 1905, Title 18, U.S. Code, "Disclosure of Confidential Information."

2. A copy of the full text of section 1902, Title 18, U.S. Code, "Disclosure of Crop Information and Speculation Thereon."

3. A copy of the full text of section 2072, Title 18, U.S. Code, "False Crop Reports."

STATINTL

I further certify that I have read each of the above-listed documents and that I do not now have nor will I acquire, any direct or indirect financial, economic or other interest, which would create, or appear to create a conflict of interest with the official activities in which I am engaged or which is based on information, intelligence, intelligence sources and methods connected with this official activity. I fully understand that should I allow such a conflict of interest to arise, I may be subject to criminal penalties and appropriate personnel actions under Agency regulations and the laws of the United States.

Signature

Date

WITNESS:

Signature

Date


NFAC NOTICE
20-21

NFAC N 20-21
30 June 1978

Office of the Director, NFAC

During my absence from 3 July through 13 July 1978,
Dr. Sayre Stevens is designated Acting Director, NFAC.

STATINTL


Robert R. Bowie
Director
National Foreign Assessment Center

Distribution "A" (1-6)

ADMINISTRATIVE - INTERNAL USE ONLY

NFAC NOTICE
NO. 20-23

NFAC N 20-23
28 July 1978

PROMOTION TARGETS - FISCAL YEAR '78

STATINTL

[REDACTED] dated 18 May 1978, required that each career service announce a minimum annual target for promotion of qualified people for each grade. The NFAC targets for FY 1978 are:

<u>From Grade</u>	<u>Number to be Promoted</u>
GS-18	0
GS-17	0
GS-16	2
GS-15	5
GS-14	27
GS-13	48
GS-12	67
GS-11	70
GS-10	49
GS-09	39
GS-08	40
GS-07	44
GS-06	33
GS-05	35
GS-04	72
GS-03	35
GS-02	0

STATINTL

[REDACTED]
Associate Director-Management
National Foreign Assessment Center

Distribution "C" (1-3)

ADMINISTRATIVE-INTERNAL USE ONLY

NFAC NOTICE
No. 20-24

NFAC N 20-24
26 July 1978

ANNOUNCEMENT OF ASSIGNMENT TO KEY POSITION
NATIONAL INTELLIGENCE OFFICER

STATINTL

Effective 31 July 1978, [REDACTED] is designated NIO
for Near East and South Asia, vice [REDACTED], reassigned.

STATINTL

STATINTL

[REDACTED]
Associate Director-Management
National Foreign Assessment Center

Distribution A (1-6)

ADMINISTRATIVE - INTERNAL USE ONLY

NFAC NOTICE
No. 20-25

NFAC N 20-25
9 August 1978

NATIONAL FOREIGN ASSESSMENT CENTER CAREER SERVICE SYSTEM

Rescission: NFAC N 1-3, dated 13 March 1978

The purpose of this notice is to introduce certain changes in the personnel management system of the National Foreign Assessment Center which are intended to broaden career opportunities and promote greater flexibility in the use of Center personnel.

A. Career Designators

All employees of the National Foreign Assessment Center (NFAC) are members of the NFAC Career Service and carry the "I" career designation. For administrative purposes sub-designators may be used to identify the component Career Service Panel responsible for certain aspects of personnel management as specified in this notice.

B. NFAC Career Service Board

1. Membership

The NFAC Career Service Board is composed of the following:

Chairman - Associate Director for Management

Vice-Chairman - NFAC Executive Officer

Members

Director, Office of Central Reference
Director, Office of Economic Research
Director, Office of Geographic and
Cartographic Research
Director, Office of Imagery Analysis
Director, Office of Regional and
Political Analysis

Director, Office of Scientific
Intelligence
Director, Office of Strategic Research
Director, Office of Weapons Intelligence
Director, CIA Operations Center
Chief, COMIREX
Chief, Current Reporting Group
Chief, Publications and Presentations Group
Chief, Requirements and Evaluation Staff
Representative, National Intelligence Officers

Secretary - Chief, NFAC Administrative Staff

2. Functions

Members of the Board will advise the Chairman on the following as appropriate:

Formulation of Center personnel policies.
Review of NFAC Personnel Handbook annually.
Ranking of supergrades for potential annually.
Ranking of GS-15s for potential and promotion annually in June and review of promotion rankings in December.
Review of recommendations of the NFAC Assignments Panel.
Review of sensitive personnel matters where action by NFAC is indicated or is requested by a member of the Career Service Board.
Review of recommendations of the NFAC GS-14 Ranking and Promotion Panel.
Review of recommendations of the Performance Review Panel.

C. NFAC Assignments Panel

1. Membership

Chairman - To be appointed by the Chairman, NFAC Career Service Board, from the Career Service Board membership.

Permanent Member - NFAC Career Development Officer.

Ad Hoc Members - The panel chairman will designate the components to be represented at each meeting as matters before the panel dictate. Designated members must include representatives from the component of assignment, specialty or others having responsible interest. Other components, not so designated, may be represented at their initiative.

Secretary - Personnel Officer assigned to NFAC
Administrative Staff.

2. Functions

Recommend to Chairman, NFAC Career Service Board, candidates for NFAC Representative and other overseas positions from those nominated by component heads.

Recommend to Chairman, NFAC Career Service Board, personnel for inter- and intra-Directorate rotational assignments of one year or more from vacancy notice applicants or those nominated by component heads. This is not intended to discourage or preclude bilateral arrangements for rotations to meet specific needs of offices.

Recommend to Chairman, NFAC Career Service Board, the approval of personnel for extended training and for other training when a quota is levied on the NFAC.

Consider and make recommendations to Chairman, NFAC Career Service Board, for the assignment of personnel returning from rotational assignments or extended training of one year or longer, excluding bilateral arrangements (above).

3. Responsibilities of NFAC Career Development Officer

When the Assignments Panel sits to consider candidates for rotational assignments or training, the NFAC Career Development Officer will brief the members on the qualifications of each candidate. The Career Development Officer is also responsible for contacting personnel on rotational assignments nine months before their scheduled return to notify them of pending consideration by the Assignments Panel for future assignment. Before Panel consideration, the Career Development Officer will solicit the returnee's views on future assignment and will discuss possibilities of assignment with the returnee's parent office as well as others. Results of this process will be presented to the Panel for its consideration.

D. NFAC GS-14 Ranking and Promotion Panel

1. Membership

Chairman - Appointed by Chairman, NFAC Career Service Board, from the membership of the Career Service Board.

Members - A representative of each member of the Career Service Board.

2. Functions

Review component ranking of all GS-14 officers and prepare an NFAC-wide ranking in July/August for potential and promotion, and review the promotion rankings in January.

Review the office nominations for promotion of GS-14 officers and make recommendations to the Chairman, NFAC Career Service Board, in July and January.

E. Component Career Panels

Component Career Panels will rank for promotion and overall performance/potential all professional and technical employees GS-07 through GS-15, including those officers on detail to other components, excluding personnel in the AOP during their year of training and the first year following their conversion to professional status. The rankings for employees at grades GS-07 through GS-13 must be done annually and forwarded to the Secretary, NFAC Career Service Board. Rankings will be reviewed in six months prior to the semi-annual promotion date. The rankings of GS-14s and GS-15s will be done in accordance with Sections B and D of this notice.

Each component will issue an annual announcement concerning the functions, rules and guidelines followed by its Career Panel. Panels will be guided by the criteria and policies described in the NFAC Personnel Handbook.

F. Performance Review Panel

The functions of the Performance Review Panel are contained in NFAC N 20-30.

STATINTL


Associate Director-Management
National Foreign Assessment Center

Distribution "B" (All Employees)

NFAC NOTICE
No. 20-26

NFAC N 20-26
9 August 1978

NFAC COMPARATIVE EVALUATION FACTOR SYSTEM

This Notice forwards Comparative Evaluation Factor Forms which will be utilized throughout NFAC effective 1 October 1978. These forms have been developed in the interest of a more uniform ranking system for professional employees throughout the National Foreign Assessment Center. One form will be used to rank professional employees at grade GS-14 and GS-15 and the other for professional employees GS-07 through GS-13.

Scores from the CEF Form will be recorded on the Ranking Work Sheet (attached). Employees will not have access to the work sheets but on request will be advised of their rankings.

All employees are encouraged to study the individual factors on which their competitive ranking will be based.

STATINTL



Associate Director-Management
National Foreign Assessment Center

Attachment

Distribution "B" (All Employees)